



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

Springfield Hospital Center

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CONTRACTOR CONSTRUCTION GUIDELINES

A Construction Oversight Work Group exists at the facility. The purpose of this work group is to review and monitor construction/renovation projects with focus on the maintenance of a safe, comfortable physical environment for patients, visitors and staff. The following guidelines provide the Contractor with an awareness of some of the unique conditions under which the facility must operate as well as how this facility expects all Contractors, Sub-Contractors and other forces working on this site to conduct themselves and their projects.

1. The contractor is responsible to ensure that neither it's employees/representatives nor the employees/representatives sub-contractor or any other personnel on a project fraternize with the patient population. (i.e.- cannot provide food, money, tobacco, matches, fluids, drugs etc.)
2. **All tools and materials are to be secured and/or supervised, at all times in such a manner to prevent access to these items by the patient population. It is required that the contractor install or secure areas from dust when necessary by installing dust barriers.**
3. The Contractor must request permission for any disruption in services or area utilization related to this project. This request should be made to the designated Hospital Representative 72 hours in advance of any planned disruption. **The Contractor must receive approval from the Hospital before proceeding.** The Hospital may waive this requirement at its sole discretion, depending on the specific situation.
4. Prior to starting any work, the Contractor must meet any/all expectations for the accountability and responsibility for following the contract as it relates to infection control practices while on site. The Contractor must meet the Hospital representative to review and sign a Pre-Construction Risk Assessment. Contractor must follow all Interim Life Safety Measures during the duration of said project.
5. **The Hospital maintains a "SMOKE FREE" environment. Therefore, no Smoking or the use of any tobacco is permitted on the hospital grounds.** No alcohol, drugs, weapons or other

contraband/items as determined by the Hospital shall be brought onto the Hospital premises.

6. The well-being and care of patients is of the utmost importance to this facility's operations. The Contractor must discuss any situation or condition affecting the safety or the normal day to day patient/staff activities with the Hospital representative or contact the Director of Maintenance at (410) 970-7061 immediately upon becoming aware of such a situation or condition. No work is to proceed in the area of concern until a resolution satisfactory to the Hospital is achieved.
7. The Contractor shall immediately cease any activity deemed by Hospital personnel to pose a threat to the safety or well-being of patients, visitors or staff. The Contractor shall immediately contact their Hospital Representative. The Hospital shall not incur any additional cost due to such an action.
8. The Contractor will be required to sign a receipt from the Hospital representative for keys and contractors' ID badges associated with this project and return at completion of project. **Keys issued to the Contractor are not to be duplicated and may need to be returned daily.** Contractor ID badges must be worn at all times when on Hospital grounds.
9. The Contractor must keep all areas secure at all times to prevent unsupervised patient access. Except when entering or exiting, all vehicles, equipment and/or trailers must be locked at all times.
10. **CONFIDENTIALITY:** All information and issues involving patients are considered strictly confidential. Photographing patients or patients' information is a **VIOLATION** of patient confidentiality. **(Prior approval must be obtained if the Contractor wishes to photograph or video).** The Hospital reserves the right to confiscate any and all photographs, negatives, video tapes and any other materials obtained to this violation. Additionally, discussion of any patient information is considered **VIOLATION** of patient confidentiality.
11. Contractor is required to dress in a professional/appropriate manner. (i.e. no sleeveless shirts, shirts to be worn at all times, and no shirts with tobacco or alcohol logos). Contractor must use appropriate language (no use of any type of profane language).